

1                                   **MINUTES OF THE COTTONWOOD HEIGHTS CITY**  
2                                   **PLANNING COMMISSION WORK MEETING**

3  
4                                   **Wednesday, April 15, 2020**  
5                                   **5:00 p.m.**  
6                                   **Conducted Electronically**  
7

8   **ATTENDANCE**  
9

10 **Members Present:** Commissioner Christine Coutts, Commissioner Craig Bevan,  
11 Commissioner Sue Ryser, Commissioner Jesse Allen, Commissioner  
12 Douglas Rhodes, Commissioner Bob Wilde, Commissioner Dan Mills  
13

14 **Staff Present:** Community/Economic Development Director Michael Johnson, Senior  
15 Planner Matthew Taylor, City Planner Andrew Hulka, City Attorney Shane  
16 Topham, Deputy City Recorder Heather Sundquist  
17

18 **WORK MEETING**  
19

20 In the absence of Chair Griffin, Commissioner Coutts called the meeting to order at approximately  
21 5:00 pm.  
22

23 **1.0   Planning Commission Business.**  
24

25       **1.1   Review Business Meeting Agenda.**  
26

27 City Planner, Andrew Hulka presented information on Projects SPL 20-001 and SPL 20-002  
28 regarding site plan approval in the Canyon Centre Mixed-Use Development. He presented both  
29 items simultaneously, as the involved sites are side-by-side parcels located at 7237 and 7333 South  
30 Canyon Centre Parkway. Mr. Hulka presented recent photographs of the site to show the progress  
31 of the construction. At the March 4, 2020, Planning Commission Meeting the Commission asked  
32 for more details and a site plan that thoroughly demonstrates pedestrian circulation on the site.  
33 The Commission voted to continue the items to the April meeting.  
34

35 Mr. Hulka reported that the City received one phone call from the County Health Department  
36 concerning the above items. The County Health Official provided a reminder about the noise  
37 ordinance. This information was passed on to the applicant who agreed to comply with the noise  
38 ordinance.  
39

40 Mr. Hulka presented the revised site plan that was submitted by the applicant. It showed pedestrian  
41 circulation and sidewalk space between the parking lot and new buildings. The new buildings are  
42 a restaurant and a retail store. The plan included pedestrian connections from both Wasatch  
43 Boulevard and the parking lot at Canyon Centre. Mr. Hulka clarified that the pedestrians from  
44 Wasatch Boulevard can enter the lot through a door in the parking structure. Mr. Hulka  
45 recommended approval of the revised site plan and reported that the applicant met the requests of  
46 the Commission and the requirements of the Mixed-Use Zone.

1 Senior Planner Matthew Taylor addressed Project ZTA-20-001 involving a proposed Tree  
2 Ordinance. He presented changes made to the ordinance based on comments received from the  
3 Planning Commission at its March 4, 2020 meeting. He reported that the Open Space Master Plan  
4 will include a Forestry section that will address the goals of the ordinance. Some of the language  
5 in the ordinance was streamlined or reordered for clarity.  
6

7 Mr. Taylor stated that one of the primary changes made to the ordinance was the development of  
8 a tree list. It is based on recommendations from the Community Development Department with  
9 input from City Foresters. The list includes about 100 trees that are well-suited for this climate  
10 based on information from qualified Urban Foresters. The tree recommendations differ for park  
11 strips that are greater than five feet wide and those that measure four feet wide and smaller. The  
12 City also included a list of prohibited trees along with explanations as to why they are prohibited.  
13

14 Mr. Taylor reported that the City previously enlisted the consulting services of an Arborist. He  
15 explained that the Arborist position is coordinated through the Planning or Community  
16 Development Departments and the cost would be absorbed into the current department resources.  
17 There is not a great need for someone to fill the role currently, although in the future a contract  
18 Arborist could be hired to provide expertise. Mr. Taylor stressed the City's desire to remain  
19 flexible until the needs are fully evaluated.  
20

21 A question was raised about who bears the cost of tree removal if a tree on private property is  
22 determined to be a hazard. Mr. Taylor explained that in other hazardous situations, the City often  
23 requires abatement of those issues. A hazardous tree is not different than that. The ordinance  
24 contains specific language that clarifies the City's ability to address a hazardous situation.  
25 Mr. Taylor anticipated additional meetings with law enforcement to ensure that the language in  
26 the ordinance supports the ability to enforce the ordinance. The City does not intend for the Public  
27 Works Department to be responsible for enforcement. Mr. Taylor also reported that language  
28 could be added to the ordinance to clarify what constitutes a hazard tree.  
29

30 A question was raised about who is responsible to clean gutters. Mr. Taylor explained that this is  
31 already addressed in the City Code. The owner of the adjacent property is responsible for  
32 maintaining gutters.  
33

34 With regard to the requirement of two-inch caliper trees in park strips being less than four feet,  
35 Mr. Taylor explained that this is a typical standard in Tree Ordinances as two-inch caliper trees  
36 acclimatize better in park strips than one-inch caliper. It was noted that it would be helpful for  
37 residents to state this measurement in a widely familiar unit, such as gallon size.  
38

## 39 **1.2 Additional Discussion Items.**

40

41 Staff clarified the process for submitting public comments. Comments received prior to the  
42 meeting were read into the record. Any comments received after 6:00 p.m. would become part of  
43 the record but were not read.  
44

45 All of the items were posted and proper notice was provided. There was no public comment on  
46 any of the items at the March meeting.

1  
2 **2.0 Adjournment.**

3  
4 *Commissioner Wilde moved to adjourn the Work Session. Commissioner Rhodes seconded the*  
5 *motion. The motion passed with the unanimous consent of the Commission.*

6  
7 The Work Session adjourned at 5:39 p.m.

1                                   **MINUTES OF THE COTTONWOOD HEIGHTS CITY**  
2                                   **PLANNING COMMISSION MEETING**

3  
4                                   **Wednesday, April 15, 2020**  
5                                   **6:00 p.m.**  
6                                   **Conducted Electronically**  
7

8   **ATTENDANCE**  
9

10 **Members Present:**   Commissioner Chris Coutts, Commissioner Craig Bevan, Commissioner  
11                                   Sue Ryser, Commissioner Jesse Allen, Commissioner Douglas Rhodes,  
12                                   Commissioner Bob Wilde, Commissioner Dan Mills  
13

14 **Staff Present:**       Community/Economic Development Director Michael Johnson, Senior  
15                                   Planner Matthew Taylor, City Planner Andrew Hulka, City Attorney Shane  
16                                   Topham, Deputy City Recorder Heather Sundquist  
17

18 **BUSINESS MEETING**  
19

20 In the absence of Chair Griffin, Commissioner Coutts called the Business Meeting to order at  
21 approximately 6:00 p.m.  
22

23 **1.0    Welcome and Acknowledgments.**  
24

25 Chair Coutts welcomed those in attendance and described the process for the receiving and  
26 recording public comments.  
27

28       **1.1    Ex Parte Communications or Conflicts of Interest to Disclose.**  
29

30 No ex parte communications or conflicts were disclosed.  
31

32 **2.0    General Public Comment.**  
33

34 There were no comments from the general public.  
35

36 **3.0    Business Items.**  
37

38       **3.1    (Project SPL-20-001) Public Hearing and Possible Action on a Request by**  
39       **Brent Christensen (CW Management) for a Site Plan Approval to Operate a**  
40       **Restaurant at 7237 South Canyon Centre Parkway in the MU-Mixed-Use**  
41       **Zone.**  
42

43 City Planner, Andrew Hulka presented the staff report and stated that there were two site plans on  
44 adjacent parcels that require approval. He presented both site plans simultaneously and explained  
45 that they would require two separate motions. The proposed plans include a new restaurant and a

1 new retail shop located at 7237 South Canyon Centre Parkway. The site is located between Dugala  
2 Distillery and the Marriott Hotel, which are both under construction.

3  
4 Mr. Hulka reported that when the issue was heard at the March 4, 2020, Planning Commission  
5 Meeting, the Commission expressed concern with the site plan not being complete. They  
6 requested that it show the interface between the parking lot and buildings and account for  
7 pedestrian flow.

8  
9 Mr. Hulka presented the revised site plan that was submitted by the applicant, which contained a  
10 more complete view of the entire phase of development. Pedestrian paths along Canyon Centre  
11 Parkway and Wasatch Boulevard were highlighted. The plan shows a connection to Wasatch  
12 Boulevard through a stairway in the parking garage. Staff recommended approval of the project  
13 with no further modifications. It was noted that the applicant has met the standards of the Mixed-  
14 Use Zone and is entitled to approval.

15  
16 Mr. Hulka reported that no public comments were received. Staff received a phone call from a  
17 County Health Department Official who provided a reminder about a noise ordinance and wished  
18 to make the applicant aware of it. Mr. Hulka reported that this information was passed on to the  
19 applicant who agreed to comply with the noise ordinance.

20  
21 The applicant, Chris Jensen, who also is the Project Architect, clarified the details about the  
22 staircase from the parking garage. The original intent of the staircase was to connect the parking  
23 garage and the hotel. Production on the parking garage began prior to the current design of the  
24 hotel and the hotel opted not to connect the staircase and the building. The staircase is now  
25 intended to be used to exit the parking garage and connect to the plaza between the two buildings.  
26 The construction was designed to be consistent with the existing grading on Wasatch Boulevard.  
27 Mr. Jensen reported that pedestrians will be able to enter the parking garage and go up to the plaza  
28 using the stairs. The parking garage is open and not secure. He also explained that there is a  
29 sidewalk that connects all of the surface parking in front of the Distillery and the retail area. The  
30 proposed sidewalk connects the hotel, parking, and public streets.

31  
32 Mr. Jensen noted that a public hearing was held at the March 4, 2020, Planning Commission  
33 Meeting.

34  
35 **MOTION:** Commissioner Rhodes moved to approve Project SPL-20-001. Commissioner Ryser  
36 seconded the motion. Vote on motion: Commissioner Bevan-Aye, Commissioner Ryser-Aye,  
37 Commissioner Rhodes-Aye, Commissioner Wilde-Aye, Commissioner Allen-Aye, Commissioner  
38 Mills-Aye, Chair Coutts-Aye. The motion passed unanimously.

39  
40 **3.2 (Project SPL-20-002) Public Hearing and Possible Action on a Request by**  
41 **Brent Christensen (CW Management) for a Site Plan Approval to Operate a**  
42 **Retail Shop at 7333 South Canyon Centre Parkway in the MU – Mixed-Use**  
43 **Zone.**  
44

45 **MOTION:** Commissioner Wilde moved to approve Project SPL-20-002. Commissioner Mills  
46 seconded the motion. Vote on motion: Commissioner Bevan-Aye, Commissioner Rhodes-Aye,

1 Commissioner Allen-Aye, Commissioner Mills-Aye, Chair Coutts-Aye, Commissioner Ryser-  
2 Aye, Commissioner Wilde-Aye. The motion passed unanimously.  
3

4 **3.3 (Project ZTA-20-001) Public Hearing and Possible Action on a Proposed**  
5 **Ordinance Amending Chapter 14.44 – “Shade Trees”, and amending various**  
6 **other Provisions in Title 14-“Highways, Sidewalks and Public Spaces”**  
7 **Relative to Adopting Additional Standards Regarding Trees and Park Strips.**  
8

9 Senior City Planner, Matthew Taylor presented the staff report and stated that the purpose of the  
10 proposed ordinance is to establish the City’s vision, policies, and goals regarding trees in public  
11 right-of-way landscaping. The ordinance defines the public’s responsibilities, provides procedures  
12 for removal of private tree hazards, establishes provisions for the protection of public trees and  
13 existing on-site trees, and defines standards for park strip trees and landscaping. Mr. Taylor  
14 reported that small changes were made based on comments from the March 4, 2020, Planning  
15 Commission Meeting to create a more logical flow and remove redundancies.  
16

17 The desired outcome from the proposed ordinance was to preserve and increase tree coverage in  
18 the City. Mr. Taylor highlighted the benefits of creating and enhancing an urban forest. The hope  
19 was to promote a partnership between the City and residents and provide guidance to achieve the  
20 goals. The ordinance requires maintenance of park strips and provides guidance to conform with  
21 the requirements. The City also has responsibilities that are outlined in the ordinance.  
22

23 Mr. Taylor described the proposed park strip standards. For park strips measuring four feet or  
24 wider, landscaping or permeable materials are required. Asphalt or solid concrete is not permitted  
25 in these spaces. Trees are required to be maintained at 25-foot distances to create a canopy effect  
26 on the streets. Park strips measuring less than four feet have different standards but include  
27 permeable hardscape or landscape. The ordinance will include recommended and prohibited tree  
28 lists.  
29

30 Mr. Taylor was asked if the ordinance addresses trees planted beneath power lines. He explained  
31 that this was not explicitly addressed but could be added to the ordinance. He proposed that the  
32 recommended tree list specify which trees are permissible underneath power lines. Mr. Taylor  
33 noted that staff is not recommending that the tree list be included in the ordinance. He stressed  
34 the importance of it being a living document that can be changed based on the discretion of the  
35 Community Development Director rather than going through the legislative process.  
36

37 A question was raised about how residents will obtain the information needed to change a park  
38 strip. Mr. Taylor responded that an information packet will be sent out via email and the City  
39 newsletter will refer to a website containing information. These guides will be available on an  
40 annual basis.  
41

42 Mr. Taylor reported that the Planning Commission discussed the potential for requiring residents  
43 to ensure that park strips are conforming before obtaining permits for other changes to a property.  
44 That is not the intent of the ordinance but was something to consider.  
45  
46

1 Chair Coutts opened the public hearing. There were no public comments on the matter. The public  
2 hearing was closed.

3  
4 Mr. Taylor reported that he received a phone call with questions about the ordinance and the caller  
5 seemed satisfied with the answers.

6  
7 Chair Coutts reported that the Commission requested clarity in the ordinance with respect to who  
8 is responsible for tree trimming and enforcement of existing park strips.

9  
10 **MOTION:** Commissioner Wilde moved to recommend approval of Project ZTA-20-001 to the  
11 City Council with the clarifications discussed. Commissioner Mills seconded the motion. Vote  
12 on motion: Commissioner Bevan-Aye, Commissioner Allen-Aye, Commissioner Rhodes-Aye,  
13 Commissioner Ryser-Aye, Commissioner Mills-Aye, Commissioner Wilde-Aye, Chair Coutts-  
14 Aye. The motion passed unanimously.

#### 15 16 **4.0 CONSENT AGENDA**

##### 17 18 **4.1 Approval of Planning Commission Minutes.**

##### 19 20 **4.1.1 Approval of Minutes of March 4, 2020.**

21  
22 **MOTION:** Commissioner Wilde moved to approve the minutes of March 4, 2020. Commissioner  
23 Bevan seconded the motion. The motion passed with the unanimous consent of the Commission.

#### 24 25 **5.0 ADJOURNMENT**

26  
27 *Commissioner Ryser moved to adjourn. Commissioner Bevan seconded the motion. The motion*  
28 *passed with the unanimous consent of the Commission.*

29  
30 The Planning Commission Meeting adjourned at approximately 6:52 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the*  
2 *Cottonwood Heights City Planning Commission Meeting held Wednesday, April 15, 2020*  
3  
4

5 Teri Forbes

6 Teri Forbes  
7 T Forbes Group  
8 Minutes Secretary  
9

10 Minutes Approved: May 6, 2020